IDEAWORKS Catalyst Fund (ICF)

Application form 2019/20

General Instructions

1. Applicants should carefully read the IDEAWORKS Catalyst Fund (ICF) Guidelines which can be found on the IDEAWORKS website. The application must be prepared in accordance with these guidelines.

2. Prior to submission, applications must be approved by the respective: (a) Dean or Director, (b) Associate Dean or Manager and (c) Operations Manager (or equivalent) for the department.

3. The complete application must be received by email (ideaworks@mohawkcollege.ca) by 4:00 PM on the final day for submission. **There will be no deadline extensions**.

Application Checklist

☐ Complete all applicable sections of the Application Form

☐ Attach the Main Proposal as a Word or PDF document (see instructions in Part C)

☐ Print the Signature Pages (pages 7-8)

☐ Obtain the required signatures

☐ Scan the Signature Pages and attach to the Application Form (see instructions on page 7)

☐ Email the Application Form and required attachments to ideaworks@mohawkcollege.ca by **4:00pm Friday, February 22nd 2019**.

Part A – Applicant Information

Name of Applicant	
Faculty or department	
Funding Category	○ Applied Research ○ Scholarship of Teaching and Learning

Part B – Project Information

Title:		
Time Frame	Start Date	End Date
Project Overview (100 words maximum in lay terms, to be used for public communication purposes.		

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Part C – Main Proposal:

Use the ICF Selection Criteria found in the ICF Guidelines as a guide. Attach a detailed description of the proposed project using the subheadings below as a template. **Do not exceed 5 pages**. A sixth page is permitted for references only. No other attachments are permitted. Style guidelines: 12pt font, minimum 6 lines of type per inch, and a minimum margin of ¾" or 1.87cm.

All submissions require applicants to provide:

1. Project Objectives;
2. Clear description of either:
   a. Problem to be solved with supporting evidence (applied research projects) or
   b. Research question with tangible benefits to students (SoTL projects)
3. Alignment with the College Strategic Plan;
4. Research methods;
5. Outcomes/Deliverables (demonstrate how your proposed solution intends to address the problem, or how your research question will result in benefit to students);
6. Work Plan (including milestones and timelines);
7. Student Engagement;
8. Potential Partnerships (Applied Research projects only);
9. Describe how this project benefits your department, the College and the community.

Your **main proposal**, along with this application form and signature page, **must** be attached to an email sent to ideaworks@mohawkcollege.ca for your application to be considered complete.

T. 905-575-1212 ext. 4083
135 Fennell Avenue West
Hamilton, ON, Canada L9C 0E5
ideaworks@mohawkcollege.ca

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Part D – Budget

The IDEAWORKS Catalyst Fund will fund up to $12,000. Your budget must be approved by an Operations Manager (or equivalent) to reflect the actual costs of the project.

Budget Item	Explanation/Calculations	Cost
Course release or backfill		
Salaries (Student)		
Materials and Supplies		
Equipment		
Travel		
Others (Please specify)		
	TOTAL	

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Budget Justification

Provide a detailed justification for each budget item and relate it to the objectives and requirements of the proposed project.

Part E – Ethics Review

(Please answer YES or NO):
Will this proposed project involve human subjects?   ☐Yes   ☐No

If you have answered "yes" to any of the above questions, consult with the Mohawk College
Research Ethics Board (reb.mohawkcollege.ca) or email reb.coordinator@mohawkcollege.ca
once you have submitted your project proposal.

Signature Pages

Applicant Acknowledgement

☐   I hereby certify acceptance of the terms and conditions of the ICF as outlined in the Guidelines.

Applicant name:	
Date:	
Signature:	

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By signing below, I acknowledge that the application has been verified for accuracy and compliance with College financial policies and procedures.

Applicant's Operations Manager (or equivalent)
Date:
Name:
Signature:

By signing below, I acknowledge that course release can be accommodated if requested in the application. I also commit to monitoring the project's progress and providing mentorship to the applicant, in cooperation with IDEAWORKS.

Applicant's Associate Dean or Manager
Date:
Name:
Signature:

Applicant's Dean or Director
Date:
Name:
Signature: